

# OPEN EXAM BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

## FINANCIAL AND PERFORMANCE EVALUATOR I OPEN EXAMINATION

**Final Filing Date: November 18, 2019**

### WHO MAY APPLY

This is an OPEN EXAMINATION for persons who meet the minimum qualifications listed below and are interested in the position of Financial & Performance Evaluator I. Current employment with the State of California is not required. All positions exist in Sacramento, California.

### POSITION DESCRIPTION

The Financial and Performance Evaluator I is the entry and first working level in the series. Under supervision, incumbents assist in the planning, data gathering, analytical and consultative duties associated with most assignments. Incumbents conclude and report as to the adequacy, completeness, and accuracy of financial data and/or other work products. Incumbents may also independently perform smaller or less complex assignments and/or assist in the completion of a segment of a larger or more complex assignment.

### ANNUAL SALARY RANGE

Range A     \$60,304  
Range B     \$75,898

**Note:** *The annual entrance salaries noted above include a recruitment and retention pay differential.*

### HOW AND WHEN TO APPLY

Applications must be submitted and/or postmarked by **November 18, 2019** the final filing date. Applications filed in person, delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will NOT be accepted for any reason.

You may submit your examination application using one of the following three methods:

- 1) Email your application to [jobs@dof.ca.gov](mailto:jobs@dof.ca.gov).
- 2) Submit your application via mail to the address below.
- 3) File your application in person at the address below.

Department of Finance  
Human Resources Office  
915 L Street, Suite 1235  
Sacramento, CA 95814

## HOW AND WHEN TO APPLY (Continued)

Examination Applications (Std. 678) are available at the California Department of Human Resources Job Center, and on the Internet at <http://jobs.ca.gov/pdf/std678.pdf>.

### **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES.**

Note: All applications MUST include a current valid e-mail address as examination notices may be sent via e-mail.

If you are a U.S. Military veteran, attach a legible copy of veteran's discharge (DD Form 214) or other official discharge documents showing your enlistment and discharge dates, branch of service, and character of service (i.e., type of discharge).

## SPECIAL EXAMINATION ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box for Question 2 on the application. You will be contacted to make specific arrangements.

## REQUIREMENTS FOR ADMITTANCE INTO THE EXAMINATION

Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "**Either I**" or "**Or II**," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II may be admitted to an examination as meeting 100% of the overall experience requirement.

**Note:** Applications must contain the following information regarding the education requirements for this examination. In the Employment History section of the Std. 678 or as an attachment, clearly indicate the names, titles, organizations, and dates with a concise explanation of the most important duties performed. Applications received without this information may be rejected.

### **IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE THE FOLLOWING DOCUMENTS WITH THE APPLICATION:**

- 1. UNOFFICIAL TRANSCRIPTS.**
- 2. COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE INCLUDING THE LIST OF QUALIFYING ACCOUNTING COURSES AS DESCRIBED IN THE MINIMUM QUALIFICATIONS SECTION BELOW.**

**THIS INFORMATION IS CRITICAL TO SUBSTANTIATE MINIMUM QUALIFICATIONS AND IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.**

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Finance. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

## MINIMUM QUALIFICATIONS

### Either I

An undergraduate or graduate degree from an accredited institution and completion of a minimum of 12 semester units in accounting (excluding accounting courses in tax, real estate, human resources, report writing, and marketing). These courses can be taken at either undergraduate or graduate levels.

## MINIMUM QUALIFICATIONS

(Continued)

### Or II

Two years of increasingly responsible professional experience in accounting or auditing experience, which shall have included the preparation of reports, and the presentation of recommendations to management, and 9 semester units in accounting (excluding accounting courses in tax, real estate, human resources, report writing, and marketing). These courses can be taken at either undergraduate or graduate levels.

**Education Requirement:** A four-year college degree from an accredited institution. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment).

## EXAMINATION INFORMATION

This examination will consist of a written exam weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Competitors should be prepared to answer questions related to areas shown under the "Examination Scope."

**CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN EXAM WILL BE DISQUALIFIED FROM THE EXAMINATION. It is anticipated the exam will be scheduled in early December 2019.**

## EXAMINATION SCOPE

Candidates will be tested on the following :

### A. Knowledge of:

1. Accounting principles.
2. Research, analytical, and evaluative techniques to obtain relevant information.
3. Problem solving techniques.
4. Verbal communication fundamentals to gather and convey required information.
5. Effective writing skills to convey relevant information.
6. Word-processing and spreadsheet tools to prepare work products.

### B. Ability to:

1. Learn general and governmental accounting and auditing principles and procedures.

## EXAMINATION SCOPE

(Continued)

## COURSEWORK/ PROOF OF DEGREE REQUIREMENTS

2. Analyze, comprehend, and interpret policies, procedures, laws, regulations, and guidelines.
3. Manage time and multiple priorities effectively.
4. Work both in a team environment and individually.
5. Adapt/transition to changing assignments and/or situations as required.
6. Maintain confidentiality of information.
7. Verbally summarize a variety of facts, data, and recommendations to all levels of staff, management, and clients.
8. Prepare written products that are grammatically correct and convey relevant information.
9. Maintain professionalism and tact when interacting with colleagues, supervisors, and clients.
10. Comply with office policies and procedures and departmental core values.
11. Effectively utilize word-processing and spreadsheet tools to prepare work products.

**NOTE: ALL DEGREES MUST BE FROM AN ACCREDITED COLLEGE OR UNIVERSITY. APPLICANTS MUST SHOW PROOF OF DEGREE PRIOR TO APPOINTMENT AS A FINANCIAL AND PERFORMANCE EVALUATOR I.** The requirement for "Proof of Degree" means the following: 1) a sealed official transcript conferring graduation; or, 2) a letter from the Registrar's Office on school letterhead confirming degree attainment. Copies of degrees WILL NOT be accepted as proof of degree.

### FOREIGN DEGREES

Applicants with foreign degrees must provide an official foreign transcript evaluation that indicates that his/her foreign course work is equivalent to a degree from an accredited U.S. college or university. DOF accepts foreign transcript evaluations that are completed by one of the agencies approved by the California Commission on Teacher Credentialing. Agencies accredited by the Commission for Foreign Transcription Evaluation may be found on the Commission's website: [www.ctc.ca.gov](http://www.ctc.ca.gov).

**NOTE:** All documents submitted become the property of the Finance. Do not submit original diplomas with the examination application.

## VETERANS PREFERENCE

Veteran's preference will be awarded in this examination, pursuant to Government Code section 18973.1.

## GENERAL INFORMATION

The Department of Finance reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the Human Resources Office at (916) 323-4071, TDD (916) 324-6547 three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Human Resources Office at (916) 323-4071, or TDD 324-6547 three weeks after the final filing date if he/she has not received a progress notice. If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**EXAM APPLICATIONS (STD 678)** are available on the Internet at by accessing California Department of Human Resources' website at <http://jobs.ca.gov>.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be rated based upon job-related criteria, and all candidates who pass will be ranked according to their scores.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older list will be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**STATE DRUG POLICY:** It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**PRIVACY POLICY:** Pursuant to Government Code §11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. Finance's Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
California Relay Telephone Service For The Deaf or Hearing-Impaired  
From TDD Phones: 1-800-735-2929                      From Voice Phones: 1-800-735-2922